



PARENT HANDBOOK

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PARENT HANDBOOK

Camp Information

Registration is available at the Derby Recreation Center, 801 E. Market, Monday-Friday 5:00am-10:00pm, Saturday and Sunday 8:00am-5:00pm. You can also call the DRC at 316-788-3781.

New this year! We have added all forms online for ease of filling out! **An ONLINE registration packet must be completed prior to registration.** Children's records are kept confidential. Those authorized to view records are as follows: Recreation staff, KDHE secretary, KDHE secretary designee, secretary of DCF, law enforcement personnel and the child's parent or guardian.

Hours: 7:00am-6:00pm, Monday-Friday, May 23-August 5.

Ages: K-5th grade of the 2021-2022 school year. Due to KDHE regulations we cannot offer care to children who have completed or are currently in Pre-K.

Fees: \$105.00- Weekly \$924.00- All 9 Weeks

Parent Orientation Date: **May 19th, 4:30-5:30pm** at The Hubbard Arts Center in The Gallery. You will get the opportunity to meet some of the camp leaders as well as get answers to any parent questions.

A newsletter listing activities and field trips is emailed out every Friday announcing the next week's schedule. **Please make sure your email is up to date at registration.** Schedules are subject to change.

Children with special physical or emotional needs will be accepted if the camp program is determined to be in the child's best interest and meets the child's Individual Program Plan.

Refund Policy: NO REFUNDS WILL BE GRANTED.



NEW- REC STATION PLUS:

Give your child the opportunity to engage in an exciting enrichment activity. For eight weeks this summer, your camper will be enrolled in a themed art or cooking class at the Hubbard Art Center (HAC). Classes are taught by HAC cooking and art instructors. Classes will take place every Friday between 8:30 and 11:30am. No refunds will be given for missed classes.

***campers must be registered in all 9 weeks to enroll**

Fee: \$74





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Clothing Attire

Please have your child wear sturdy shoes, socks, and comfortable (weather appropriate) clothing. **NO OPEN-TOED SHOES.** Clothing items may be deemed inappropriate at recreation staff's discretion. Label your child's clothing, swimsuits, hats, water bottle, etc. Please place all items in a labeled bag. Camp staff is not responsible for lost, stolen or broken items the children bring.

Swimming: On swim days please have your child outfitted in a swimsuit, towel, sunscreen and shoes.

Sunscreen: Please apply sunscreen to your child daily. Staff will remind children to reapply sunscreen before swimming outdoors and before a long outdoor trip.

Communication

Email: A weekly newsletter listing activities and field trips is emailed out each Friday. Make sure the email on your household account is up to date when you register. Please pay close attention to varying schedules.

Phone: Camp Leaders will have a cell phone on them at all times for you to contact. Please note that these phones are only used between the hours of 7:00am and 6:00pm. It is our goal to respond as quickly as possible. There may be times the Camp Leaders don't respond right away due to swimming or actively supervising the children. A response should be given within 30 minutes. If there is an emergency and you need to get in contact with someone sooner please contact the Program Supervisor at (316) 788-3781.

Notify Me: Visit our website to sign up for Text Alerts and reminders. Notifications are sent out on certain nights providing reminders about special activities, what to bring and to inform you if the bus is returning later than planned from a field trip.

Disciplinary Guidelines

The Derby Recreation Commission would like your child to have the best experience this summer while they are attending camp. All participants must review and adhere to the policies set forth to ensure our goal is met for every single participant attending. This policy is in place for the safety of your child and our staff.





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List of Expectations for Campers:

- Follow the direction of the staff.
- Respect staff and all participants of the camp.
- Respect the property of the camps and the Rec Center facilities.
- Keep your hands, feet and other objects to yourself.
- Participate in camp activities.
- Be safe! Always stay in designated activity area.
- Actions that aren't tolerated (bullying, fighting, inappropriate language or behavior)

If any of the rules and expectations are not followed, there are guidelines that the staff will follow to address and improve the situation. Camp staff has the right to skip steps if certain behaviors are displayed (i.e. aggressive behavior will not be tolerated).

- Step 1** -Verbal warning and redirection.
- Step 2** -Removal from activity. Children are only removed from the activity long enough to gain self-control. Staff will visually supervise any child removed from an activity.
- Step 3** -An incident report will be completed by the involved staff. A copy will be signed by a parent or guardian and kept on file in the camp office. A copy of the report will go home with the camper.
- Step 4** -Phone conference with parent to discuss camper's behavior and next steps if behavior continues.
- Step 5** -Sent home for the remainder of the day.
- Step 6** -One week dismissal and/or Meeting with the Program Director, parent(s)/guardian, and camper. At this meeting our staff reserves the right to dismiss a camper, whose behavior endangers the safety to themselves or others, thereby bypassing some of the disciplinary steps outlined above.
- Step 7** -Expulsion from the program.

Immediate Dismissal Examples (but are not limited to):

- Any child who brings a weapon to camp.
- Any child who brings drugs, alcohol, or tobacco of any kind.
- Any child who makes a credible threat to hurt themselves or others.
- Any child who seriously harms himself, herself, or another camper (physical, emotional, or verbal abuse).
- Any child who verbally, emotionally, or physically abuses other campers or staff.

Behavior Report and Process or Dispute

As the program staff seek to treat the children and their families with respect, parent and guardian's are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.





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Drop off and Pick up procedures

Drop-Off

Camp drop off will be a drive through drop off. A staff member will be outside to help check them in at 7:00am. Early drop offs are not allowed.

Children will be signed in and out at the front doors of the Hubbard Arts Center.

Signing them in is required. If you are dropping off later than 9:00am you will need to drop them off at the camps location.

Picking Up Your Child

Pick up will be a drive through. Starting at 3:30pm a staff member will be outside to check your ID and help you sign out. You are expected to pick up your child by 6:00pm.

Any child that is not picked up by 6:06pm the Derby Recreation Commission Late Fee Policy will begin. If a child is not picked up by 7:00pm, Child Protective Services will be called IF no attempt has been made by the parent to contact camp staff. Chronic late pick-up is grounds for dismissal from Recreation Station.

IN AN EFFORT TO KEEP YOUR CHILD SAFE, A PHOTO ID WILL BE REQUIRED AT THE TIME OF PICK-UP IF THE INDIVIDUAL IS NOT RECOGNIZED BY STAFF THAT IS WORKING THAT AREA. WE MAKE NO APOLOGIES FOR SAFEGUARDING YOUR CHILD. THANK YOU FOR YOUR COOPERATION.

Emergency Procedures

Responsible measures are taken to safeguard the health and safety of all camp participants. All accidents will be reported to the Program Director. Incident reports are completed and kept on file at the Derby Recreation Center.

If an injury is not life threatening, First Aid will be applied. If an injury is serious, the following procedures will be followed:

1. The proper authorities will be called.
2. A staff member will notify parent/guardian.
3. If the child must be taken to an emergency care unit, a staff member will accompany the child and stay until the parent/guardian arrives.

Fire/Tornado drills are conducted monthly throughout the summer. Procedures for these emergencies are posted in each activity area.





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Health and Illness

If a child arrives at camp ill, or becomes ill at camp and meets any of the criteria below, the parent or other authorized individual will be notified immediately to pick up the child (parent is expected to pick up child within one hour). Sick children will be monitored and isolated, with supervision, if necessary until the parent arrives.

Please notify the Program Director should your child contract a communicable disease.

- 1) The illness prevents the child from participating comfortably in activities;
- 2) The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or
- 3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others:
 - A. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
 - B. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.
 - C. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
 - D. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
 - E. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
 - F. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
 - G. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
 - H. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
 - I. Untreated scabies, head lice, or other infestation.
 - J. Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
 - K. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).





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Lunch & Snacks

Recreation Station will be receiving most meals through the USD 260 Summer Food Program. The menu will be a traditional school menu with seasonal fresh fruit. These lunches are NOT provided every day. **We will update parents on the dates for the program and when sack lunches will be required.** Reminders will be included in the weekly newsletters sent home on Fridays. If you do not wish to have your child participate in the food program then a nutritious sack lunch including a drink will be needed daily. **Soda is not allowed at camp.** Please label your child's drink and lunch container. If your child does not bring a lunch staff will contact a parent/guardian and a lunch must be brought before the designated lunch time or within one hour. If a parent/guardian cannot be contacted the DRC will provide a lunch through the summer food program for the child.

Food that needs to be heated/cooked is not allowed.

Snacks: The DRC provides a mid-morning and afternoon snack daily.

Medication

Recreation Station staff will administer medication only if the correct form is completed. A child can be authorized to self-administer medication only if the correct form has been completed and signed by the child's physician. A designated staff member must be present while a child self-administers any type of medication. A record will be kept.

All medications must be in their original container and clearly marked with the child's first and last name, and **MUST** be given directly to a **STAFF MEMBER**. Aspirin will not be given without the express, written permission of the child's physician.





PARENT HANDBOOK

Off Campus Activities

A signed permission slip is required. You signed permission when registering. Activities may be adjusted for rainy or extremely hot days.

Field trip fees are included in the registration fee. If extra money is needed you will be notified in the weekly newsletter. Please limit the amount of money sent to less than \$5. Staff is not responsible for lost or stolen money.

Please bring your child at least 15 minutes before the designated departure time. If your child arrives after the bus/group has departed you will need to make other arrangements for the care of your child. Children cannot be placed in another group and the bus will not return to pick up your child.

Staff

All staff are trained in CPR and First Aid.

All staff have Medication Aide certification.

A staff to child ratio of at least 1 staff member to 15 children is maintained.

All staff are required by law to report suspected child abuse and/or neglect.

Swimming

If you do not wish to have your child swim on a given day, you **MUST GIVE WRITTEN NOTICE** to the child's camp leader.

Children are not permitted to dive off the diving boards or enter the water head first at any time at any swimming facility.

Children are encouraged to lock their personal items in a locker during swim time. Lockers cost a quarter.





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Transportation

Transportation will be provided by qualified DRC bus/van drivers to and from all Recreation Station activities (staff vehicles will be used only in extreme situations).

Occasionally, field trips or unforeseen circumstances may cause us to change our time schedule. Updates will be noted on the Recreation Station field trip board at the Hubbard Arts Center and through Notify Me (check communication section.)

A notice will be posted on The Hubbard Arts Center exterior doors or the check in area when going off location and no camp staff is in the building.

What to bring to camp

Please make sure camper's name is clearly marked on all items. Staff is **not** responsible for any lost or stolen items.

- Backpack
- Packed lunch
- Water bottle
- Sunscreen, bug spray
- A positive attitude

Swim Days Only

- Swimsuit & towel

